



**Provisional Pre-Training Approval Packet
FAMILY FINANCIAL SETTLEMENT PROGRAM
(FFS Program)**

Thank you for seeking a Provisional Pre-training Approval of eligibility to be certified as a family financial mediator prior to registering for a Commission approved mediator certification training program. Provisional Pre-training Approvals are issued pursuant to the Dispute Resolution Commission Guidelines for Issuing Provisional Pre-training Approvals. FFS Rule 8.A(1) and 8.A(2) establish threshold education and work experience requirements for district court mediators in the family financial mediation program. By seeking a Provisional Pre-training Approval, you are asking this office to ~~review your resume and other submissions to~~ determine whether you meet the threshold criteria of FFS Rule 8.A(1) or 8.A(2). As part of this review, staff will conduct a background check on you.

~~The documents included in this packet are intended to help you understand what you will need to provide to Commission staff in order for us to determine whether you meet threshold criteria for certification under FFS Rule 8.~~

Please feel free to contact the Commission's office if you have any questions. Thank you.

Telephone: (919) 890-1415 * Facsimile: (919) 890-1935
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DISPUTE RESOLUTION COMMISSION

Provisional Pre-training Approval Process

FFS Program

~~The DRC has received an oral or written request from you seeking a Provisional Pre-training Approval of eligibility to be certified to serve as a mediator in the district court Family Financial Settlement (FFS) Program.~~ Commission staff may issue Provisional Pre-training Approvals at the request of individuals who are seeking assurances, ~~prior to registering for a mediator training program,~~ that they meet **threshold** requirements for certification relating to education and work experience as set forth in FFS Rule 8.A, prior to registering for a mediator training program. Commission staff may also issue Provisional Pre-training Approvals at the request of individuals seeking assurances, ~~prior to registering for training,~~ that some ethical or fitness to practice concern they have experienced does not appear to serve as a bar to certification under FFS Rule 8.F.

Please be advised that the issuance of a Provisional Pre-training Approval is not a guarantee of certification. The final determination on an application for certification rests with the Commission as it is the final authority in determining an applicant's eligibility for certification.

I. FFS Program Threshold Requirements ~~(FFS Program)~~

— FFS Rule 8 is posted on the Commission's Family Financial Mediator Certification page.

— FFS Rule 8.A(1) and 8.A(2) establish the following threshold requirements for certification

— related to education and work experience:

A. — ~~FFS Rule 8.A(1).~~ An **Advanced Practitioner member** of the Association for Conflict Resolution (ACR) who holds an undergraduate degree from an accredited four-year college or university is eligible for certification. ~~(FFS Rule 8.A(1)); or~~

If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.A(1), verification of your membership as an Advanced Practitioner member of ACR, your resume, and a photocopy of your diploma or transcript, the signed release, and the completed and signed Criminal and Sex Offender Record Search.

— ~~B~~Rule 8.A(2)(a). **Attorneys.** ~~FFS Rule 8.A(2)(a) provides that An~~ attorney is eligible for certification if s/he is a ~~meets the following threshold requirements:~~

— ~~(a) be a~~ member in good standing of the NC State Bar, or bar of another state and a graduate from a school recognized as accredited by the North Carolina Board of Law Examiners, with at least five years of experience after the date of licensure as a judge,

practicing attorney, law professor and/or mediator or a person with equivalent experience.²
or

B.

- ~~—(b) be a member in good standing of the bar of another state and a graduate of a law school recognized as accredited by the North Carolina Board of Law Examiners, with~~

- ~~—at least five years of experience as a judge, practicing attorney, law professor and/or mediator or a person with equivalent experience.~~

If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.A(2)(a), please provide your letter or resume describing your education and work experience. For a Provisional Pre-training Approval to be issued based upon meeting the threshold requirements related to education or work experience, a letter or resume must be provided to the Commission: i) Please identifying the law school from which ~~the attorney~~you graduated and the date of ~~his/her~~your graduation; ii) identifying all states in which ~~the attorney is~~you are licensed to practice and dates of licensure; and iii) ~~describe~~describe youring work experience since licensure, including employers and the dates employed. Pursuant to FFS Rule 8.A(2)(a), attorneys employed in non-traditional positions will need to provide sufficient detail regarding their employment for Commission staff to determine whether the experience is “equivalent” to the practice of law. Significant gaps in employment or frequent changes in employment should be explained. Please include the signed release and the completed and signed Criminal and Sex Offender Record Search.

C. FFS Rule 8.A(2)(b-g). C. Non-Attorneys. ~~FFS Rule 8.A(2) A non-attorney is eligible for provides for the certification of certainif the non-attorney applicants isin six additional professions as follows:~~

- ~~(ia)~~ (i**a**) a NC licensed psychiatrist with at least five years of experience in the field after the date of licensure; or
- ~~(iib)~~ (i**ib**) a NC licensed psychologist with at least five years of experience in the field after the date of licensure; or
- ~~(iiie)~~ (i**ie**) a NC licensed marriage and family therapist with at least five years of experience in the field after date of licensure; or
- ~~(ivd)~~ (i**vd**) a NC licensed clinical social worker with at least five years of experience in the field after date of licensure; or
- ~~(ye)~~ (i**ve**) a NC licensed professional counselor with at least five years of experience in the field after date of licensure; or

(**vif**) an accountant certified in North Carolina with at least five years of experience in the field after the date of certification.

If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.A(2)(b-g), For a Provisional Pre-training Approval to be issued, please provide a ~~based upon meeting the threshold requirements related to education or work experience~~, a letter or resume describing your education and work experience. Please ~~must be provided to the Commission: i)~~ identifying the professional license held and the date of licensure; and ii) describing your work experience since licensure, including employers and the dates employed. Significant gaps or frequent changes in employment should be explained. Please include the signed release and the completed and signed Criminal and Sex Offender Record Search.

II. Good Moral Character

FFS Rule 8.F requires that applicants be of good moral character.

If you are specifically seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.F, please provide ~~the Commission with~~ a summary of the ethics, conduct, or fitness to practice matter that you are concerned may serve as an impediment to your certification. Please ~~and~~ attach copies of any relevant documents, e.g., copies of any orders of discipline, copies of any tax liens, etc. You will also need to submit to a background check (see below). If you disclose serious ethical, conduct, or fitness concerns, or the background check reveals such, staff may be unable to issue a Provisional Pre-training Approval.

III. Additional requirements of the Provisional Pre-training Approval process

~~As part of the Provisional Pre-training Approval process, s~~Staff may contact colleges, universities, licensing/regulatory authorities, employers, and others with information about your education and work experience. **Please sign and return the enclosed Release of Information form.**

~~As mentioned above, those seeking a Provisional Pre-training Approval~~Staff must ~~also~~ establish the provisional pre-training approval applicant ~~at is they are~~ of good character and fit to practice as a mediator (See FFS Rule 8.F). A routine background check will be conducted. **Please complete, sign, and return the attached Criminal and Sex Offender Record Search.**

Commission staff may contact you for clarification of or additional documentation regarding your submitted materials. Commission staff will review your materials and respond to your request for

a Provisional Pre-training Approval as soon as possible. ~~If a Provisional Pre-training Approval is granted, all additional requirements for FFS certification as set out in FFS Rule 8, including all training and observation requirements must be met before an application for certification can be processed. As a part of the application review process, those who have obtained a Provisional Pre-training Approval may be required to supply additional submissions beyond those referenced above.~~

~~To summarize, please include the following documents in your submission to the Commission:~~

- ~~• If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.A(2), your letter or resume describing your education and work experience;~~
- ~~• If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.A(1), verification of your membership as an Advanced Practitioner member of ACR, your resume, and a photocopy of your diploma or transcript;~~
- ~~• If you are seeking a Provisional Pre-training Approval pursuant to FFS Rule 8.F or you have ethical concerns you wish to disclose, a summary of the ethics, conduct, or fitness to practice matter that you are concerned may serve as an impediment to your certification and copies of any relevant documents.~~
- ~~• Your signed release; and~~
- ~~• Your completed and signed Criminal and Sex Offender Record Search~~

IV. Additional Considerations

A Provisional Pre-training Approval pertains only to threshold education, work experience, and conduct requirements relating to FFS certification. To become certified, an applicant must not only comply with threshold requirements, but complete all additional requirements set forth in FFS Rule 8, including all training and observation requirements, and comply with all Commission policies interpreting those rules. The NC Dispute Resolution Commission is the final arbiter of certification and a Provisional Pre-training Approval is not a guarantee of eventual FFS mediator certification.

~~If a Provisional Pre-training Approval is granted, all additional requirements for FFS certification as set out in FFS Rule 8, including all training and observation requirements must be met before an application for certification can be processed. As a part of the application review process, those who have obtained a Provisional Pre-training Approval may be required to supply additional submissions beyond those referenced above.~~

If, after review, it is determined that the requester does not meet the threshold requirements for certification and/or a background check of the requester reveals concerns related to good moral character, conduct, or fitness to practice, staff shall deny the request for a Provisional Pre-training Approval. A staff may seek guidance from the decision not to issue a Provisional Pre-training Approval may be reviewed by the Chair of the Mediator Certification and Training Committee or the Chair of the Grievance and Disciplinary Committee, as appropriate, upon request of the person seeking the Provisional Pre-training Approval. The chair of either committee, once consulted by staff, may at the chair's discretion, present the matter to their full committee for review. Staff shall

follow the recommendation made by the chair, or full committee, as to the issuance of a Provisional Pre-training Approval. ~~If, after review, it is determined that the requester does not meet the threshold requirements for certification and/or a background check of the requester reveals concerns related to good moral character, conduct, or fitness to practice, staff shall deny the request for a Provisional Pre-training Approval for any applicant. If the chair, __, determines that the requester meets the threshold requirements for certification and/or that matters revealed by the background check do not reflect concerns regarding moral character, conduct, or fitness to practice, staff shall issue a Provisional Pre-training Approval.~~

The staff decision ~~or the determination of a committee chair~~ to deny issuing a Provisional Pre-training Approval is a final determination and shall not be appealable. An individual whose request for a Provisional Pre-training Approval has been denied may, however, elect to take a Commission approved training course, complete the requisite requirements for certification, and file an application for certification in the program(s) in which the individual wishes to be certified.